CONSENT TO USE OF ELECTRONIC SIGNATURES PROGRAM

To the Parent(s) or Legal Guardians of Students at The Urban School, Class of 2015, 2014 or 2013:

As of June 1, 2008, The Urban School ("Urban") began implementation of an Electronic Signature Program. Under this system, parents and legal guardians of Urban’s students will sign certain forms via email during the course of their child’s time at Urban. These forms will be electronically retained by Urban. Participation in the Electronic Signature Program is optional.

To participate in the Electronic Signature Program, please read the following information carefully. If you have any questions regarding the Electronic Signature Program, please contact Susan Munn, Director of Finance and Operations, or Kris Bailey, Director of Communications, by calling 415 626 2919 or by emailing info@urbanschool.org. After reading this information, please print out and sign the last page of this document, the “Consent to Use of Electronic Signature,” and return it to The Urban School at 1563 Page Street, San Francisco, CA 94117, or fax it to 415 626 1125 by April 15, 2011. All adults who are in a position to sign forms or other documents on behalf of their child must sign the form.

Electronic Signature Program:
Parent Information

1. **Participation is strongly encouraged, as we conduct all forms and re-enrollment online.** Urban’s Electronic Signature Program is designed to be an optional convenience for parents. A decision not to participate does not affect your rights regarding disclosures of school records or your access to those records. However, we strongly urge you to consider the benefits of an electronic signature, including better data accuracy, a more green approach to paper management and less of a burden for Urban faculty and staff.

2. **You may withdraw your consent at any time.** If you choose to participate in the Electronic Signature Program now, but change your mind later, you may withdraw your consent. Doing so will not result in the assessment of any fees. Please bear in mind that withdrawing your consent will not invalidate any documents you have previously signed electronically.

To withdraw your consent, you may print out and sign a “Withdrawal of Consent to Use of Electronic Signature” form, which is located in the Parent Portal of the Urban website on the Info & Documents page (login required). Return the form to the Urban Registrar via mail or fax. Alternatively, you may request a Withdrawal form from the Registrar by calling 415 626 2919 or emailing info@urbanschool.org, and sign and return the form to the Registrar via mail or fax.
3. **You may obtain a paper copy of any document you sign electronically.** If at any time you wish to receive a paper copy of any document that you have signed electronically, please email or call the Registrar with your request.

4. **Your consent applies only to certain documents.** Your consent to participate in the Electronic Signature Program applies only to online forms (e.g. emergency medical treatment, field trip approval, etc), re-enrollment contracts, plus others as they become necessary.

5. **You must inform Urban of any changes in your email address.** To effectively participate in the Electronic Signature Program, you must agree to inform Urban promptly of any changes in your email address by emailing the relevant information to info@urbanschool.org or by letting the front desk know.

6. **Security and authenticity.** To help ensure the authenticity and security of documents with Electronic Signatures, Urban will assign a random user name and password for login access into our Parent Portal. You are free to change that user name and password at any time. You should keep your login information confidential at all times. All forms, contracts, etc., will be accessible only through the Parent Portal.
CONSENT TO USE OF ELECTRONIC SIGNATURE

I/we have read the attached Electronic Signature Program Parent Information, and I/we hereby consent to the use by Urban of my/our electronic signature(s), if provided. I/we agree to inform Urban promptly of any change in my/our email address. I/we understand that my/our electronic signatures on these documents may not be invalidated solely on the basis that the signatures were electronically obtained.

All parents who might ever sign documents on behalf of their child are asked to sign this form. The form is due by April 15, 2011, and can be mailed or delivered to The Urban School, 1563 Page Street, San Francisco 94117, or faxed to 415 626 1125.

Student Name: ____________________________________________

Parent/Guardian 1 Name: ____________________________________
Parent/Guardian 1 Signature: _________________________________
Date: _____________________________________________________
Email address: _____________________________________________

Parent/Guardian 2 Name: ____________________________________
Parent/Guardian 2 Signature: _________________________________
Date: _____________________________________________________
Email address: _____________________________________________